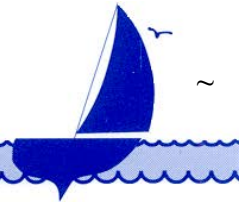




## City of Des Moines, Washington JOB DESCRIPTION



### COURT ADMINISTRATOR

Regular, Full-time

**Salary Grade:** E-31

**FLSA Status:** Exempt

**Bargaining Unit:** Non-represented

**EEO Category:** Professional

#### Nature of Work

Under the general supervision of the Municipal Court Judge, the Court Administrator manages the administrative functions of the Court and personnel. Duties include the oversight of daily court operations, development and implementation of policies and procedures, budget development, case-flow management, oversight of projects, grants, contracts and other responsibilities as required. Reports directly to the Presiding Judge, according to the provisions of the Washington Court General Rule 29(f)(5)(c) and the City Manager.

#### Essential Functions

- Plans, directs, implements and manages all non-judicial functions for the daily operation of the Municipal Court.
- Manages, monitors and prepares the court budget.
- Establishes and implements guidelines and procedures. Formulates and recommends organizational changes for improving the operation of the Court.
- Manages the hiring, training, supervision and discipline of all court employees.
- Monitors the need for changes in local court rules and municipal ordinances, including changes needed because of changes in the law.
- Makes staff appointments and directs the training, supervision, and handling of matters affecting the status of all personnel, reviews, and supervises work of subordinate staff, conducts the evaluations of employees in conjunction with subordinate supervisory staff.
- Monitors contracts, grants and the accounting for collection of fines, fees and bail postings.
- Manages the court's financial affairs, including budget preparation and implementation, as well as payroll, purchasing, and other accounting functions.
- Manages the Court case flow, records, and juror utilization, including the preparation of required reports.
- Conducts the planning and management for the changing physical needs of the Court including space design, utilization, and maintenance.
- Keeps informed of and manages the changes necessary due to updates in legislation or other laws that directly affect the Municipal Court.
- Establishes and maintains effective working relationships with Judges, attorneys, elected and appointed officials, law enforcement, probation agencies, correctional institutes, and various governmental agencies.
- Develops and oversees compliance of performance standards.
- Handles confidential judicial matters.
- Coordinates all courtroom security.

- Develops and supervises summoning qualified jurors in an efficient and cost-effective way.
- Oversees the maintenance, retention and disclosure of records and documents.
- Implements policies and procedures to support the implementation of judicial rulings and update court DISCIS manuals for policy and procedure changes.
- Trains and informs staff on any new court procedures on the DISCIS System or new Legislative updates.
- Monitors/coordinates with other Courts the implementation of Video Court.
- Manages interlocal agreements to provide court services to the City of Normandy Park. Coordinates with the contracting City Manager, Police Department and Finance Department.
- Prepares all billing, monthly caseload reporting for court services for contracting cities.
- Manages all interlocal jail agreements, prepares justification for interlocal agreement changes or amendments. Coordinates contract maintenance, and ensures timely and effective implementation of contracts
- Manages, monitors, prepares budget for jail services, evaluates purchases related to jail/court transports, maintains equipment and implements cost effective solutions.
- Evaluates the eligibility of persons sentenced to incarceration on misdemeanors from Des Moines Municipal Court for possible placement at alternative jail locations in an effective manner.
- Coordinates all transports for contracting jail facilities.
- Reviews monthly jail bills for accuracy and submits for payment.
- Attends and actively participates in local regional jail meetings.
- Researches and evaluates booking practices and provides recommendations on cost-effective/alternate means to incarceration.
- Acts as a liaison between the police department, the Des Moines Municipal Court and the City prosecutor's office regarding inmate movement and jail issues.
- Manages, monitors, prepares Public Defender budget.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

### **Necessary Knowledge, Skills, and Abilities**

- Knowledge of the criminal code of the State of Washington and legal terminology.
- Knowledge of procedural law related to the conduct of legal practice in Superior and Municipal Courts.
- Thorough knowledge of criminal, traffic, and infraction procedures.
- DISCIS Court system.
- Thorough knowledge of principles of administration, planning, supervision and organization, and effective supervisory and office management techniques.
- Ability to set office and clerical priorities, prioritizing work projects.
- Ability to guide, direct, schedule and motivate subordinate employees.
- Ability to identify needs, develop long-range plans and evaluate outcomes.
- Ability to accurately and efficiently conduct and direct a number of bookkeeping, record keeping and scheduling procedures simultaneously.

- Ability to deal with the public with poise and tact in sometimes stressful situations.
- Ability to anticipate challenges and creatively formulate action plans to meet needs.
- Ability to develop and implement new and improved methods as approved by supervisors.
- Ability to establish and maintain effective working relations with employees, public, and private.
- Strong organizational skills, with effective management and team building skills.
- Ability to work independently under pressure, being flexible, enthusiastic and self-starting in work assigned.
- Ability to read, interpret and follow rules, regulations, policies and procedures.
- Ability to communicate effectively both orally and in writing using high-level grammar, spelling, and composition.
- Ability to recognize and correct safety hazards.
- Ability to operate various office equipment, including telephone, computer, calculator, postage meter, facsimile, and copy machine.
- Ability to type accurately at 50 words per minute.
- Ability to perform the full range of court clerk duties

### **Education and Experience Requirements**

- Bachelor's degree or five years' equivalent court related experience plus five years' experience in a management position in the justice system.
- ICM (Institute for Court Management) Certification.
- Seven years' progressively responsible experience in a Court environment, or
- Any combination of related and pertinent college, work, and/or management experience.
- Note: An ICM (Institute for Court Management) Certification will be considered the equivalent of two years' experience in management in the justice system.

### **Special Requirements**

- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

### **Working Conditions and Physical Abilities**

- Work is performed primarily in office and courtroom settings. Frequent exposure to individuals who may be distraught, violent or abusive. Hand-eye coordination and fine manipulation skills are necessary to operate computers and a variety of office machinery. The position also requires the ability to speak and hear to exchange information, the ability to sit for extended periods of time, and the ability to bend and stretch to retrieve and maintain files and records.

### **Equal Opportunity Employer**

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to

apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.

- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

### **General Information**

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2014.